

PERMIT CONDITIONS

General Requirements for all Programs

- The Stormwater Plan shall include ordinances or other regulatory mechanisms, or a list identifying the ordinances or other regulatory mechanisms providing the legal authority necessary to implement and enforce the requirements of the permit and the Stormwater Plan.
- The Stormwater Plan shall include written procedures, standard operating procedures, and checklist, or a list identifying written procedures, standard operating procedures and checklist necessary to implement the requirements of the permit. Written procedures shall identify specific action steps, schedules, checklist, resources, and responsibilities.
- Assess program compliance, the appropriateness of each measure or practice, and progress towards achieving measurable goals at least annually.
- Develop and implement a plan and schedule to address the identified modifications and improvements to the Stormwater plan.
- The Stormwater Plan must be up to date and available upon request.

Adequate Funding and Staffing

- Maintain adequate funding and staffing to implement and manage the provisions of the Stormwater Plan and meet the requirements of this permit. The Stormwater Plan shall identify a specific position(s) responsible for the overall coordination, implementation, and revision to the Plan. Responsibilities for each measure or practice shall be documented and position(s) assignments provided.
- Adequate Staffing may include
 - Municipal Staff and Contracted Staff - Water Quality – Operations Analyst, SW specialist, Engineering Technician
 - Operation and Maintenance – Supervisors, Pipe and ditch Crews, Vac-truck Operators, Street Sweepers
- The local government may share the responsibility to implement minimum control measures with other entities. The local government remains responsible for compliance if the other entity fails to perform the permit obligation and may be subject to enforcement action if neither the local government nor the other entity fully performs the permit obligation.

Public Involvement and Participation

- Define goals and objectives of the Public Involvement and Participation.
- Promote volunteer opportunities.
- Provide a mechanism for public involvement that provides for input on stormwater issues and the stormwater program.
- Promote and maintain a web site and hotline/helpline for the purpose of public involvement and participation. The web site includes information on ordinances, stormwater projects and activities, and ways to contact stormwater management program staff

Public Education and Outreach

- Define goals and objectives of the Public Education and Outreach Program.
- Maintain a description of the target pollutants and likely sources.
- Describe the target audiences.
- Distribute stormwater educational material to appropriate target groups. Instead of developing its own materials, the local government may rely on Public Education and Outreach materials supplied by the state, and/or other entities through a cooperative agreement.
- Promote and maintain a web site and a hotline/helpline for the purpose of public education and outreach. The web site includes information on ordinances, stormwater projects and activities, and ways to contact stormwater management program staff
- The local government's outreach program, including those elements implemented locally or through a cooperative agreement, shall include a combination of approaches designed to reaching the identified target audiences.
- For each media, event or activity, including those elements implemented locally or through a cooperative agreement the local government shall estimate and record the extent of exposure.

Illicit Discharge Detection and Elimination

- Define goals and objectives of the IDDE Program
- Maintain through ordinance, or other regulatory mechanism, adequate legal authorities to meet the objectives of the Illicit Discharge Detection and Elimination program.
- Annually review IDDE ordinances or other regulatory mechanisms and revise as necessary or adopt any new ordinances or other regulatory mechanisms that provide the local government with adequate legal authority to prohibit illicit connections and discharges and enforce the approved IDDE Program.
- Maintain a current a map showing major outfalls and receiving streams.
- Conduct dry weather flow field observations for the purpose of detecting and removing sources of illicit discharges.
- Maintain written procedures for conducting investigations of identified illicit discharges.
- Track all investigations and document the date(s) the illicit discharge was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed.
- Implement and document a training program for appropriate municipal staff, who as part of their normal job responsibilities, may come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system.
- Inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.
- Promote, publicize, and facilitate a reporting mechanism for the public and staff to report illicit discharges and establish and implement citizen request response procedures.
- Implement a mechanism to track the issuance of notices of violation and enforcement actions as administered by the local government. This mechanism shall include the ability to identify chronic violators for initiation of actions to reduce noncompliance.

Sediment and Erosion Control Program

- A delegated Sediment and Erosion Control Program effectively meets the requirements for Construction Site Runoff Controls. The local government may rely on the State or a State delegated Sediment and Erosion Control Program to comply with this minimum measure.
- The NCG010000 permit, as administered by the State, establishes requirements for construction site operators to control waste such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste at the construction site that may cause adverse impacts to water quality.
- The local government shall provide and promote a means for the public to notify the appropriate authorities of observed erosion and sedimentation problems. The local government may implement a plan promoting the existence of the NCDENR, Division of Land Resources “Stop Mud” hotline to meet the requirements of this paragraph.

Post-Construction Site Runoff Controls

- Define goals and objectives of the Post-Construction Site Runoff Controls
- Maintain through ordinance, or other regulatory mechanism, adequate legal authorities to meet the objectives of the Post-Construction Site Runoff Controls Stormwater Management program.
- Conduct site plan reviews for new development and redevelopment to determine whether adequate stormwater control measures will be installed, implemented, and maintained. The site plan review shall address how the project applicant meets minimum design criteria and ensure long-term maintenance.
- Authority to enter private property for the purpose of inspecting at reasonable times any facilities, equipment, practices, or operations related to stormwater discharges to determine compliance the Post-Construction Stormwater Management Program.
- Adopt the State’s Minimum Design Criteria or certify that the local design criteria meets the requirements in the State’s Minimum Design Criteria.
- Maintain an inventory of projects with post-construction structural stormwater control measures (SCM) covered by the post-construction ordinance.
- Provide mechanism such as recorded deed restrictions and protective covenants that ensure development activities will maintain the project consistent with approved plans.
- Implement or require an operation and maintenance plan for the long-term operation of the structural SCMs.
- Conduct and document inspections of each project site covered under post-construction program, at least one time during the permit term.
- Conduct a post-construction inspection to verify that the local government’s minimum design criteria has been met or that a bond is in place to guarantee completion before issuing a certificate of occupancy or temporary certificate of occupancy.
- Document and maintain records of inspection findings and enforcement actions and make them available for review by the permitting authority.
- Make available through paper or electronic means, ordinances, post-construction requirements, design standards checklist, and other materials appropriate for developers.
- Track the issuance of notices of violation and enforcement actions. Include the ability to identify chronic violators for initiation of actions to reduce noncompliance.
- Meet the requirements of the post-construction program for construction projects that are performed by, or under contract for, the local government.

Pollution Prevention and Good Housekeeping for Municipal Operations

- Maintain a current inventory of facilities and operations owned and operated by the local government with the potential for generating polluted stormwater runoff.
- Maintain, implement, evaluate annually, and update as necessary an Operation and Maintenance (O&M) program for municipal owned and operated facilities with the potential for generating polluted stormwater runoff. Specify the frequency of inspections and routine maintenance requirements.
- Develop written spill response procedures for municipal operations.
- Evaluate SCMs based on cost and the estimated quantity of pollutants removed and select SCMs to reduce polluted stormwater runoff from municipally-owned streets, roads, and public parking lots. Update its Stormwater Plan to include the BMPs selected. Implement selected SCMs selected to reduce polluted stormwater runoff from municipally-owned streets, roads, and public parking lots.
- Develop and implement an O&M program for the stormwater sewer system including catch basins and conveyance systems that it owns and maintains.
- Maintain a current inventory of municipally-owned or operated structural SCMs installed for compliance with the local government's post-construction ordinance.
- Maintain and implement an O&M program for municipally-owned or maintained structural SCM installed for compliance with the local government's post-construction ordinance. The O&M program shall specify the frequency of inspections and routine maintenance requirements.
- Inspect and maintain all municipally-owned or maintained structural SCM in accordance with the schedule developed.
- Document inspections and maintenance of all municipally-owned or maintained structural SCM.
- Ensure municipal employees and contractors are properly trained.
- Implement an employee training program for employees involved in implementing pollution prevention and good housekeeping practices.
- Describe and implement measures to prevent or minimize contamination of the stormwater runoff from all areas used for vehicle and equipment cleaning.

Annual Report

- Description of the status of implementation of the Stormwater Plan as a whole. This will include information on development and implementation of each major component of the Stormwater Plan for the past year and schedules and plans for the year following each report.
- Describe and justify any proposed changes to the Stormwater Plan. This will include descriptions and supporting information for the proposed changes and how these changes will impact the Stormwater Plan (results, effectiveness, implementation schedule, etc.).
- Document any necessary changes to programs or practices for assessment of management measures implemented through the Stormwater Plan.
- Include a summary of data accumulated as part of the Stormwater Plan throughout the year along with an assessment of what the data indicates in light of the Stormwater Plan.
- Include an assessment of compliance with the permit, information on the establishment of appropriate legal authorities, inspections, and enforcement actions.

REQUIREMENTS for the SW MANAGEMENT PLAN

General Requirements for all Programs

- ✓ Include ordinances or other regulatory mechanisms, or a list identifying the ordinances or other regulatory mechanisms that provide the legal authority necessary to implement and enforce the requirements of the permit and the Stormwater Plan.
- ✓ Include written procedures, standard operating procedures, and checklist, or a list identifying written procedures, standard operating procedures and checklist necessary to implement the requirements of the permit. Written procedures shall identify specific action steps, schedules, checklist, resources, and responsibilities.
- ✓ Describe of how the local government will annually assess compliance, the appropriateness of each measure or practice, and progress towards achieving measurable goals.
- ✓ Describe of how the local government will address identified modifications and improvements to the Stormwater plan.
- ✓ Describe of how the local government will update the Stormwater Plan.
- ✓ Include inspection checklist or a list checklist used for program, i.e., IDDE, Industrial and Municipal Housekeeping, Erosion Control, Post-construction.

Adequate Funding and Staffing

- ✓ Identify expenses and funding sources
- ✓ Identify specific position(s) responsible for the overall coordination, implementation, and revision to the Plan.
- ✓ Identify position(s) responsible for each measure or practice.
- ✓ Identify any control measure(s) and the entity where the local government shares the responsibility to implement a minimum control measure(s) with other entities. The local government remains responsible for compliance if the other entity fails to perform the permit obligation and may be subject to enforcement action if neither the local government nor the other entity fully performs the permit obligation.
- ✓ Maintain a list of other entities/contractors that the local government relies on, i.e., Transit Authorities, Construction and/or Post-construction Responsibilities, Street Sweeping and/or Washing, Maintenance of right-a-ways, Monitoring, Litter or Solid Waste Pickup, Recycling, Household Waste.
- ✓ Maintain contracts or a list of contracts with those contractors hired by the local government to perform municipal maintenance activities. Establish a program that requires contractors to comply with all of the stormwater control measures, good housekeeping practices, and facility-specific stormwater management SOPs.
- ✓ Establish a program to provide oversight of contractor activities to ensure that contractors are using appropriate control measures and SOPs.

Public Education and Outreach

- ✓ Identify goals and objectives of the Public Education and Outreach Program.
- ✓ Maintain a description of the target pollutants and likely sources.
- ✓ Describe the target audiences.

- ✓ Identify stormwater educational material that are or will be distributed to appropriate target groups and when the material is distributed. Instead of developing its own materials, the local government may rely on Public Education and Outreach materials supplied by the state, and/or other entities through a cooperative agreement.
- ✓ Identify the public education and outreach web site and a hotline/helpline.
- ✓ Identify the approaches designed to reach the identified target audiences.
- ✓ For each media, event or activity, including those elements implemented locally or through a cooperative agreement, document the extent of exposure.

Public Involvement and Participation

- ✓ Identify goals and objectives of the Public Involvement and Participation.
- ✓ Identify volunteer opportunities.
- ✓ Identify the mechanism for public involvement that provides for input on stormwater issues and the stormwater program.
- ✓ Identify the public involvement and participation web site and hotline/helpline.

Illicit Discharge Detection and Elimination

- ✓ Define goals and objectives of the IDDE Program
- ✓ Include or identify the ordinance, or other regulatory mechanism, that provides adequate legal authorities to meet the objectives of the Illicit Discharge Detection and Elimination program.
- ✓ Document the annually review of the IDDE ordinance or other regulatory mechanisms and document any revisions as necessary
- ✓ Document any new ordinances or other regulatory mechanisms adopted that provide the local government with adequate legal authority to prohibit illicit connections and discharges and enforce the approved IDDE Program.
- ✓ Provide a current a map showing major outfalls and receiving streams. Either include in the Stormwater plan or provide a link.
- ✓ Document dry weather flow field actions detecting and removing sources of illicit discharges. Either include in the Stormwater Plan or provide a list.
- ✓ Document written procedures for conducting investigations of identified illicit discharges. Either include in the Stormwater plan or provide a list.
- ✓ Document all investigations and document the date(s) the illicit discharge was observed; the results of the investigation; any follow-up of the investigation; and the date the investigation was closed. Either include in the Stormwater plan or provide a list.
- ✓ Document training program for appropriate municipal staff, who as part of their normal job responsibilities, may come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system. Either include in the Stormwater plan or provide a list.
- ✓ Document efforts to inform public employees, businesses, and the general public of hazards associated with illegal discharges and improper disposal of waste.
- ✓ Identify the reporting mechanism for the public and staff to report illicit discharges and establish and implement citizen request response procedures.
- ✓ Document the issuance of notices of violation and enforcement actions as administered by the local government. Include the ability to identify chronic violators for initiation of actions to reduce noncompliance. Either include in the Stormwater plan or provide a list.

Sediment and Erosion Control Program

- ✓ Identify the entity that administers the Sediment and Erosion Control Program.
- ✓ Identify the means for the public to notify the appropriate authorities of observed erosion and sedimentation problems.

Post-Construction Site Runoff Controls

- ✓ Define goals and objectives of the Post-Construction Site Runoff Controls
- ✓ Include or identify the ordinance, or other regulatory mechanism, adequate legal authorities to meet the objectives of the Post-Construction Site Runoff Controls Stormwater Management program.
- ✓ Document site plan reviews, review designs and proposals for new development and redevelopment. Include checklist/SOP for conducting reviews of submitted plans.
- ✓ Authority to enter private property for the purpose of inspecting at reasonable times any facilities, equipment, practices, or operations related to stormwater discharges to determine whether there is compliance the Post-Construction Stormwater Management Program.
- ✓ Document design criteria, i.e., State BMP manual
- ✓ Identify projects with post-construction structural stormwater control measures (SCM) covered by the post-construction ordinance. Either include in the Stormwater plan or provide a list.
- ✓ Document the mechanism such as recorded deed restrictions and protective covenants that ensure development activities will maintain the project consistent with approved plans.
- ✓ Include or identify the operation and maintenance plan for the long-term operation of the structural SCMs. The operation and maintenance plan shall require the owner of each structural BMP to perform and maintain a record of annual inspections of each structural SCM. Annual inspection of permitted structural SCMs shall be performed by a qualified professional.
- ✓ Document inspections of each project site covered under post-construction program, at least one time during the permit term. Either include in the Stormwater plan or provide a list.
- ✓ Document post-construction inspection to verify that the local government's minimum design criteria has been met or that a bond is in place to guarantee completion before issuing a certificate of occupancy or temporary certificate of occupancy. Either include in the Stormwater plan or provide a list.
- ✓ Document records of inspection findings and enforcement actions. Either include in the Stormwater plan or provide a list.
- ✓ Document how ordinances, post-construction requirements, design standards checklist, and other materials are made available for developers.
- ✓ Document the issuance of notices of violation and enforcement actions. Include the ability to identify chronic violators for initiation of actions to reduce noncompliance. Either include in the Stormwater plan or provide a list.
- ✓ Document how the local government meets the requirements of the post-construction program for construction projects that are performed by, or under contract for, the local government.

Pollution Prevention and Good Housekeeping for Municipal Operations

- ✓ Include a current inventory of facilities and operations owned and operated by the local government
 - ❑ Animal Shelters
 - ❑ Public buildings and parking lots
 - ❑ Parks and recreation areas
 - ❑ Public swimming pools
 - ❑ Public golf courses
 - ❑ Emergency Services, Police and Fire Departments
 - ❑ Public works, equipment and material storage areas, and maintenance facilities
 - ❑ Pesticide storage areas
 - ❑ Fleet Maintenance, vehicle washing and vehicle fueling, fuel farms
 - ❑ Hazardous Waste sites, recycling, household waste, oil collection centers, composting facilities, solid waste handling and transfer facilities
 - ❑ Wastewater treatment facilities and transfer stations, landfills, incinerators
- ✓ Assess facilities and operations owned and operated by the local government for the potential for generating polluted stormwater runoff (see State form for No Exposure).
- ✓ Include a current an Operation and Maintenance (O&M) Plan for municipal owned and operated facilities with the potential for generating polluted stormwater runoff.
- ✓ Include written spill response procedures for municipal operations.
- ✓ Document that SCMs were evaluated based on cost and the estimated quantity of pollutants removed.
- ✓ Document SCMs selected to reduce polluted stormwater runoff from municipally-owned streets, roads, and public parking lots.
- ✓ Document selected SCMs are implemented.
- ✓ Include an O&M Plan for the stormwater sewer system including catch basins and conveyance systems that it owns and maintains. The O&M Plan shall specify the frequency of inspections and routine maintenance requirements. Document O&M inspections and actions taken.
- ✓ Include a current inventory of municipally-owned or operated structural SCMs installed for compliance with the local government's post-construction ordinance.
- ✓ Include the O&M Plan for municipally-owned or maintained structural SCM installed for compliance with the local government's post-construction ordinance. The O&M Plan shall specify the frequency of inspections and routine maintenance requirements.
- ✓ Inspect and maintain all municipally-owned or maintained structural SCM in accordance with the schedule developed. Document inspections and maintenance of all municipally-owned or maintained structural SCM.
- ✓ Document municipal employees and contractors training. Training records should include why they were trained, who was trained, when they were trained, what they were trained on (including a copy of the training material, i.e., power point presentation and/or handouts).
- ✓ Identify measures to prevent or minimize contamination of the stormwater runoff from all areas used for vehicle and equipment cleaning.

Annual Reports

Maintain copies of the annual reports. Annual reports should:

- ✓ Describe of the status of implementation of the Stormwater Plan as a whole. This will include information on development and implementation of each major component of the Stormwater Plan for the past year and schedules and plans for the year following each report.
- ✓ Describe and justify any proposed changes to the Stormwater Plan. This will include descriptions and supporting information for the proposed changes and how these changes will impact the Stormwater Plan (results, effectiveness, implementation schedule, etc.).
- ✓ Documents any necessary changes to programs or practices for assessment of management measures implemented through the Stormwater Plan.
- ✓ Summarizes data accumulated as part of the Stormwater Plan throughout the year along with an assessment of what the data indicates in light of the Stormwater Plan.
- ✓ Includes an assessment of compliance with the permit, information on the establishment of appropriate legal authorities, inspections, and enforcement actions.

WRITTEN PROCEDURES, STANDARD OPERATING PROCEDURES, AND CHECKLISTS

Written procedures, standard operating procedures, and checklists should be included in the Stormwater Plan, or the Stormwater Plan should include a list identifying written procedures, standard operating procedures, and checklists and where they are maintained.

Illicit Discharge Detection and Elimination

- ✓ Written procedures for conducting investigations of identified illicit discharges.
- ✓ Written procedures for issuance of notices of violation and enforcement actions. Include the ability to identify chronic violators for initiation of actions to reduce noncompliance.

Post-Construction Site Runoff Controls

- ✓ Checklist for site plan reviews and proposals for new development and redevelopment
- ✓ Design criteria document
- ✓ Checklist that document recorded deed restrictions and protective covenants.
- ✓ Current operation and maintenance plan for the long-term operation of the structural SCMs.
- ✓ SCM inspection checklist
- ✓ Post-construction inspection checklist to verify compliance with minimum design criteria

Pollution Prevention and Good Housekeeping for Municipal Operations

- ✓ Current an Operation and Maintenance (O&M) Plan for municipal owned and operated facilities with the potential for generating polluted stormwater runoff.
- ✓ SWPPP and potentially SPCC Plans for oil storage
- ✓ Inspection checklist for municipal owned and operated facilities including stormwater control devices, OWS, tanks and container storage areas, solid waste containers, material storage areas, waste storage areas, and general site conditions.
- ✓ Written spill response procedures for municipal operations.
- ✓ Current O&M Plan for the stormwater sewer system including catch basins and conveyance systems that it owns and maintains. The O&M Plan shall specify the frequency of inspections and routine maintenance requirements.
- ✓ O&M inspection checklist for the stormwater sewer system including catch basins and conveyance systems that it owns and maintains.
- ✓ Current O&M Plan for municipally-owned or maintained structural SCM installed for compliance with the local government's post-construction ordinance.
- ✓ SCM inspection and maintenance checklist

Written Standard Operating Procedures

Maintain hardcopy SOP and electronic copy of all SOPs on shared drives. Copies should be easily accessible and updated as process changes

- ✓ Public Education and Outreach Plan
- ✓ IDDE Manual
- ✓ O&M Manual
- ✓ Logs – Dry weather monitoring, Inspections

ORDINANCES

Each ordinances or other regulatory mechanisms should be included in the Stormwater Plan, or the Stormwater Plan should include a list identifying the ordinances or other regulatory mechanisms and where they are located.

- ✓ Post Construction Ordinance
- ✓ IDDE Ordinance
- ✓ Unified Development Ordinance
- ✓ Stormwater Ordinance
- ✓ Pet Waste Ordinance
- ✓ Flood Damage Protection Ordinance
- ✓ Tree Protection Ordinance
- ✓ Open Space Ordinance
- ✓ Buffer Ordinance

Each ordinances or other regulatory mechanisms should be reviewed at least annually, the requirements communicated to the appropriate staff.

POLICY

Each policy should be included in the Stormwater Plan, or the Stormwater Plan should include a list identifying each policies and where they are located.

- ✓ Identify policies dealing with procurement and contracting activities